Army Business Rules Overview

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Agenda

- **DoD DTS Guidance**
- **Army Business Rules For DTS**
- **Supplemental Rules**
- **Guidelines For Setting Up Routing**

DoD DTS Guidance

- **DoD Mandated System**
- **Reengineer Processes For Efficiencies And Effectiveness**
- **Army Follows DoD Intents As Closely As Possible (Combined AO/CO)**

Army Business Rules

- **DoD vs. Army Business Processes**
- **Certifying Officer Legislation (COL)**
- **Appointment Letters**
  - **Separation Of Duties**

Army Business Rules

Position	***Responsibility***	***Appointment and Acknowledgement***	***Sign 577 Card***
DTA's	System Administration	DTS Specialist Letter	No
Authorizing Officials	Approve Authorization	Accountable Official Letter	No
Certifying Officers	Certify Fund Availability and/or Approve Vouchers	CO Appointment Letter	Yes
AO/CO	Approve Authorizations and Vouchers	Combined AO/CO Letter	Yes
		DTS MIL/CIV	

Army Business Rules

- **Responsibilities**
  - **Traveler/Order preparer**
  - **Designated Government Entity**
    - ✓ **T-Entered Stamp (Permission Level 2)**
    - ✓ **Voucher**
    - ✓ **Substantiation Requirement**
  - **DTA**
  - **AO/CO**
  - **Transportation Officer**
    - **Reconcile CBA Accounts**
    - **OCONUS Travel**

Army Business Rules

- **Ticketing**
  - **Non-Contract City Pair Fares**
  - **CBA vs. IBA Use**
  - **Unused/Partially Used Tickets**
  - **OCONUS & CIC**

- **Cancellations**
  - **Tickets**
  - **Associated Expenses**

Army Business Rules

- **Defense Table of Official Distances (DTOD)**
- **In And Around Mileage**
- **Naming Convention**
- **Local Vouchers**
- **Correcting Lines Of Accounting**
- **Split Disbursement**
- **Debt Management**

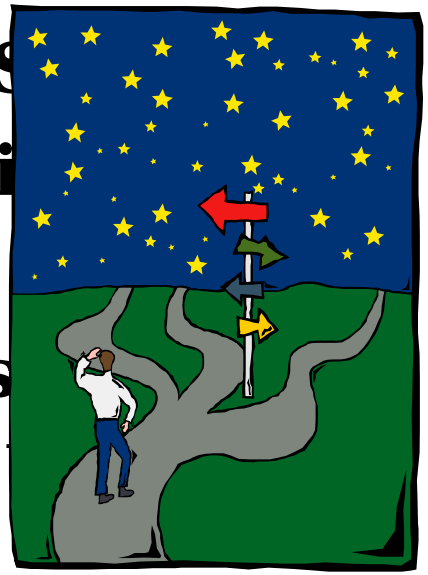
Army Business Rules

Supplemental Business Rules Do Not Replace DoD and Army Business Rules

- **MACOM Generated**
- **Locally Generated**

Guidelines for Routing Lists

- Use a Minimal Number Of "S
- Explore Best Business Practi
- Execute Efficiencies
- Change The "Old Way" Ideas
  - ✓ "It's Always Been Done This
  - ✓ "We Need Control"
  - ✓ "What's Going To Become Of My Job?"
  - ✓ "Don't Fix Something That Ain't Broke"



A Plan Phased Implementation Approach

- ***Every user in every organization will not start using DTS on the same date.***

- ***Plan for a phased implementation of D for your organizatio***

- ***Start with a manageable group and expand with a predetermined end date.***

DTS-related Documents

- ***Some of the documents that are key to the DTS process are:***
  - ***DTS Field Finance Guide* (PMO-DTS)**

    http://www.defensetravel.osd.mil/DTSdocs/finance_guide_v10_2.pdf
  - ***DoD Business Rules For DTS* (PMO-DTS)**
  - ***Army Business Rules For DTS* (DTS-Army)**

    http://www.asafm.army.mil/fo/fod/dts/dts-cl/dtscui/br.doc
  - ***DoD FMR Volume 9, Chapter 2***

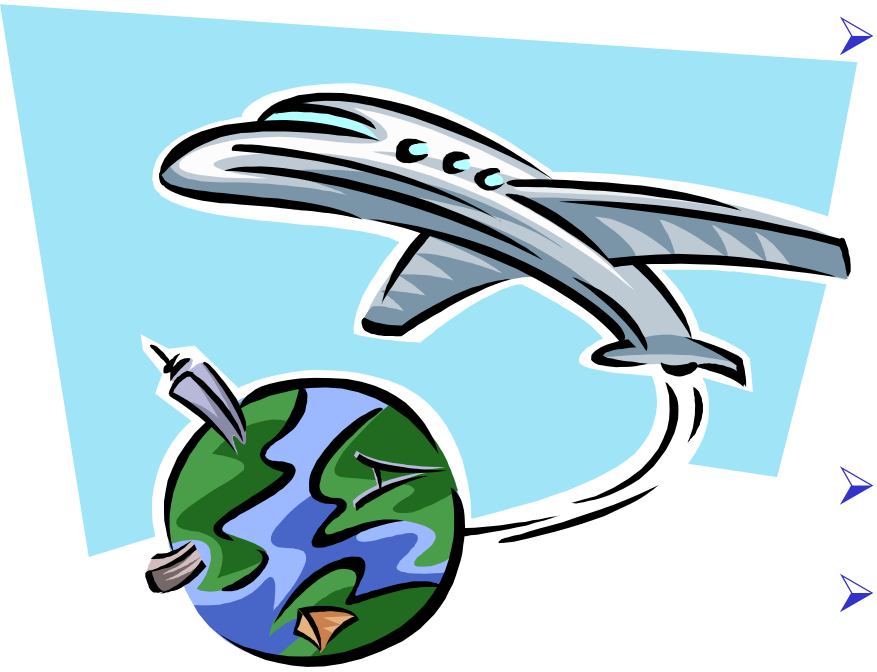
    http://www.dod.mil/comptroller/fmr/09/09_02.pdf

DTS-related Documents
(continued)

- ***DTS Deployment Plan*** **(PMO-DTS)**
  http://www.defensetravel.osd.mil/DTSdocs/PMO_DeployPlan_April02.PDF
- ***DTS IT Infrastructure Self-Assessment Guide*** **(PMO-DTS)**
- ***DTS Organization Naming Convention*** **(DTS- Army)**
- ***DTA Guide*** **(PMO-DTS)**
  http://www.defensetravel.osd.mil/dts/site/redir.jsp?docID=341
- ***DTA Training Curriculum*** **(PMO-DTS)**
  http://www.defensetravel.osd.mil/DTSdocs/DTA_Class.PDF
- ***Lessons Learned*** **(PMO-DTS)**
  http://www.defensetravel.osd.mil/dts/site/lessons.jsp

Defense Travel System-Army

Questions?



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Thank you for your time & atte